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PARTNER

## Tableau Desktop Classroom Training

Accelerate your Tableau skills through instructor-lead training courses.

Desktop I: Fundamentals

Desktop II: Intermediate

Desktop III: Advanced

Visual Analytics

Web Authoring

Prep I

# MOYO

Certified Tableau Software Training Partner

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**MOYO**

# Desktop I: Fundamentals

2 day, classroom training

## Course Overview

This course is designed for the beginner to intermediate-level Tableau user. It is for anyone who works with data - regardless of technical or analytical background. This course is designed to help you understand and use the important concepts and techniques in Tableau to move from simple to complex visualisations and learn how to combine them in interactive dashboards.

## Prerequisites

None.

## Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes a digital student resources folder containing Tableau workbooks and data sources to support the hands-on activities.

## Course Outline

- Introduction
- Connecting to data
- Simplifying and sorting your data
- Organising your data
- Slicing your data by date
- Using multiple measures in a view
- Showing the relationship between numerical values
- Mapping data geographically
- Viewing specific values
- Customising your data
- Analysing data with quick table calculations
- Showing breakdowns of the whole
- Highlighting data with reference lines
- Making your views available

At the end of this course, you will be able to:

- Connect to your data.
- Edit and save a data source.
- Understand Tableau terminology.
- Use the Tableau interface / paradigm to effectively create powerful visualisations.
- Create basic calculations including basic arithmetic calculations, custom aggregations and ratios, date math, and quick table calculations.
- Represent your data using the following visualisation types:
  - Cross tabs
  - Geographic maps
  - Heat maps
  - Tree maps
  - Pie charts and bar charts
  - Dual axis and combined charts with different mark types
  - Highlight Tables
  - Scatter Plots
- Build dashboards to share visualisations.



# Desktop II: Intermediate

2 day, classroom training

## Course Overview

This course is designed to provide you with the skills required to become a Tableau power user. It's made for the professional who has solid working experience with Tableau and wants to take it to the next level. You should have a deep understanding of all the fundamental concepts of building worksheets and dashboards, but may scratch your head when working with more complex issues.

## Prerequisites

Tableau Desktop I: Fundamentals or equivalent experience.

## Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes a digital student resources folder containing Tableau workbooks and data sources to support the hands-on activities.

## Course Outline

- Introduction
- Working with single data sources
- Using multiple data sources
- Using calculations in Tableau
- Advanced table calculations
- Creating and using parameters
- Defining subsets of your data
- Tableau geocoding
- Viewing distributions
- Statistics and forecasting
- Dashboards and stories

At the end of this course, you will be able to:

- Build advanced chart types and visualisations.
- Build complex calculations to manipulate your data.
- Use statistical techniques to analyse your data.
- Use parameters and input controls to give users control over certain values.
- Implement advanced geographic mapping techniques and use custom images and geocoding to build spatial visualisations of non-geographic data.
- Prep your data for analysis.
- Combine data sources using data blending.
- Combine data from multiple tables in the same data source using joins.
- Make your visualisations perform as well as possible by using the Data Engine, extracts, and efficient connection methods.
- Build better dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices.
- Implement efficiency tips and tricks.

# Desktop III: Advanced

## 2 day, classroom training

### Course Overview

Do you want to be an advanced Tableau user creating impactful visualisations? In this course, you'll learn how to get the most out of Tableau Desktop by diving into calculations and applying them to real world scenarios. This will help you understand when a table calculation, calculation or LOD should be used and when they overlap. You'll get a better understanding of how to artfully prepare and organise your visualisations. This will be done through specific scenarios around analysing time, geographic, and survey data. By the end of this course you'll have a better grasp of advanced building techniques and calculations for creating innovative analysis and dashboards.

### Prerequisites

This is an advanced-level class. Students must have a solid understanding of calculations in Tableau before attending this class. It is highly recommended that students have mastered Desktop I and Desktop II or the equivalent concepts and skills before attending Desktop III.

### Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes a digital student resources folder containing Tableau workbooks and data sources to support the hands-on activities.

### Course Outline

- Review calculations
- Advanced table calculations
- Level of detail expressions
- Analysing time-based data
- Analysing customer behavior
- Advanced chart types
- Geographical analysis
- Advanced dashboard techniques

At the end of this course, you will be able to:

- Apply advanced calculations to gain additional insight into your data
- Incorporate advanced chart types into your analysis
- Apply advanced dashboarding techniques
- Use calculations, parameters, and table calculations in tandem
- Use Tableau techniques to address common business use cases
- Format your visualisations and dashboards for maximum impact
- Explore real world business scenario examples

# Visual Analytics

## 2 day, classroom training

### Course Overview

You are an experienced Tableau user who wants to learn more about best practices for sharing information and insights. The Visual Analytics course helps Tableau users design visualisations that viewers can easily understand and use. This course uses Tableau to develop and discuss visualisations, but does not include instruction on how to use Tableau products—we expect that you already know how to navigate and use Tableau.

### Prerequisites

You should already know how to use Tableau well. Ideally, you have taken Desktop I: Fundamentals and Desktop II: Intermediate courses, but this is not an official prerequisite. Be aware that we won't introduce you to product features or walk you through step-by-step instructions.

### Course Includes

This course includes a student manual containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes Tableau workbooks for practice discussions and hands-on activities.

### Course Outline

#### Visual analytics process

- Describe the visual analytics process and its advantages

#### Memory and processing

- Analyse how memory is used to interpret visualisations
- Revise visualisations to reduce cognitive load
- Effectively use pre-attentive attributes in visualisations

#### Informing without misleading

- Identify ways to design visualisations so they inform without misleading

#### Using chart types effectively

- Identify the most appropriate chart types to answer specific questions
- Identify best practices and considerations for a variety of chart types
- Effectively use chart types to answer specific questions

#### Designing dashboards and stories

- Identify visual best practices for dashboard and story design
- Describe the process of designing a dashboard or story
- Create a dashboard or story using visual best practices

### At the end of this course, you will be able to:

- Design visualisations to effectively leverage sensory and short-term memory.
- Design visualisations to inform viewers without misleading.
- Effectively use chart types to answer specific questions.
- Design dashboards and stories using visual best practices.

# Web Authoring

## 1 day, classroom training

### Course Overview

This course is designed for the beginner Tableau Online or Tableau Server user with no previous experience or training on Tableau Desktop. It is for anyone who works with data—regardless of technical or analytical background. This course is designed to introduce you to the functions of web authoring in Tableau Online and Tableau Server. In this course you'll learn the skills needed to create, edit, and interact with basic worksheets that use previously-published data sources.

### Prerequisites

None.

### Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. activities.

### Course Outline

- Introduction to web authoring
- Editing workbooks in Tableau
- Working with data
- Visualising spreadsheets
- Simplifying and sorting your data
- Slicing your data by date
- Customising your data - calculations
- Analysing your data
- Mapping geographic data
- Making your views available - dashboarding

At the end of this course, you will be able to:

- Navigate the Tableau Online and Tableau Server user interface
- Understand Tableau terminology
- Interact with existing Tableau workbooks and create custom views
- Tag content, subscribe to views, and export views
- Connect to previously-published data sources
- Create and edit workbooks in the web authoring environment
- Use filters and sorting to customise data views
- Work with date fields in Tableau
- Explore and create common visualisation types, including crosstabs, geographic maps, bar charts, line graphs, heat maps, highlight tables, combined axis charts, and scatter plots
- Create dashboards
- Use reference lines and built-in analytics to highlight important elements of your data
- Create basic calculations including string manipulation, basic arithmetic calculations, custom calculations and ratios, and quick table calculations

# Prep I

2 day, classroom training

## Course Overview

This course is designed to provide you with the tools and knowledge of how to prepare and shape data in Tableau Prep. It's best suited for people who have 3-6 months experience in Tableau Desktop and are somewhat familiar with writing calculations. Throughout the course, our instructors will take you from conceptual data preparation material to creating useful Tableau Prep flows that can be output to Tableau Desktop for analysis.

## Prerequisites

3-6 months of Tableau Desktop experience.

## Course Includes

This course includes a course manual containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes a digital student resources folder containing Tableau Desktop workbooks, Tableau Prep flows, and data sources to support the hands-on activities.

## Course Outline

- Introduction to the workflow
- Data literacy concepts
- Connecting to and configuring data
- Exploring data
- Cleaning data
- Preferred data structures in Tableau
- Shaping data
- Combining data
- Opening a data sample and creating an output file
- Best practices for data preparation
- Complex flows
- Starting with a question
- Hands-on data preparation

At the end of this course, you will be able to:

- Understand what data works best with Tableau Desktop and how to shape and clean it appropriately to get maximum flexibility from Tableau Desktop.
- Learn how Tableau Prep folds into the analytic cycle, and when to prep data in Tableau Prep vs. Tableau Desktop.
- Understand the terminology used in Tableau Prep.
- Know how Tableau Prep approaches data sampling.
- Create and understand data prep flows that address common scenarios encountered in data preparation, as applied to common data use cases
- Know how to view data prepared in Tableau Prep using Tableau Desktop.
- Understand data exploration and validation in Tableau Prep and Tableau Desktop.



# About Moyo

Started in 2007, Moyo combines expertise in Enterprise Architecture, Systems Thinking, Data Analytics and Systems Implementation. It's when all of these come together that we're able to deliver benchmark solutions for a variety of clients across multiple industries.

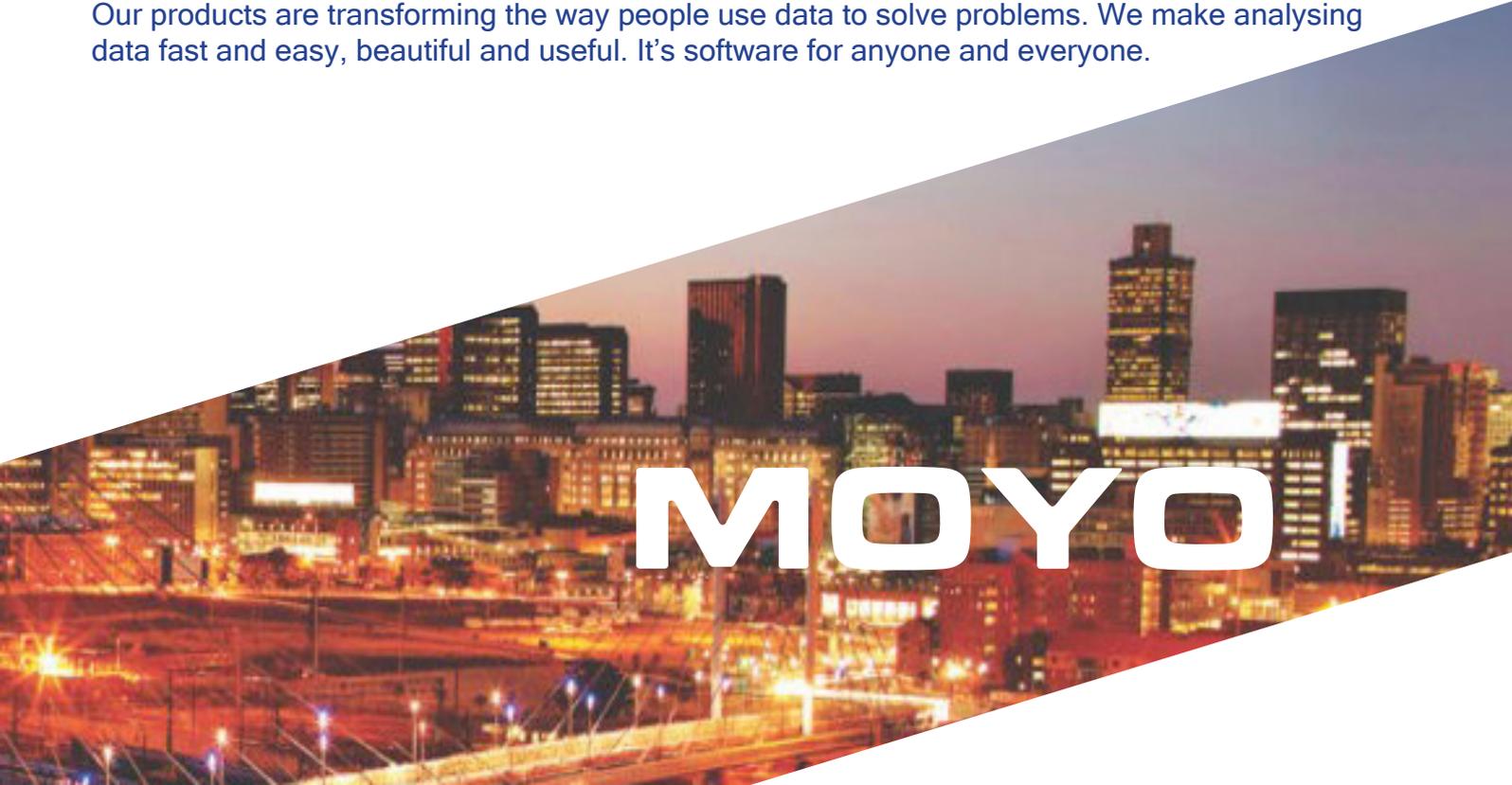
In the 11 short years that we have been adding value to our client's businesses, Moyo has developed a unique methodology, become the implementation partner of numerous global technology giants and gained expertise in the financial services, utilities and resources sectors. Through it all we have grown our client list, which now includes some of South Africa's JSE Top100 companies. We're proud of our achievements to date, but being a business that helps others keep up with a changing world, we're always learning, growing and bettering ourselves for our clients.

# About Tableau

Tableau helps people transform data into actionable insights. Explore with limitless visual analytics. Build dashboards and perform ad hoc analyses in just a few clicks. Share your work with anyone and make an impact on your business. From global enterprises to early-stage startups and small businesses, people everywhere use Tableau to see and understand their data.

In 2020 the world will generate 50 times the amount of data as in 2011 and 75 times the number of information sources (IDC, 2011). Within these data are huge opportunities for human advancement. But to turn opportunities into reality, people need the power of data at their fingertips. Tableau is building software to deliver exactly that.

Our products are transforming the way people use data to solve problems. We make analysing data fast and easy, beautiful and useful. It's software for anyone and everyone.



**MOYO**

# Get In Touch

To register for this course or to get more information, send an email to [Training@MoyoAfrica.com](mailto:Training@MoyoAfrica.com)

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